



## **IC Policy regarding School Fees**

**International College**

-Students are permitted to join classes at the beginning of an academic year only if the School Fees for the previous year have been settled in full and payment arrangements for the current year have been made within the announced deadlines.

-The School Fees for each academic year are payable in three installments, unless a deferred payment plan schedule was agreed with IC Business Office.

-Parents/Guardians who pay the first trimester School Fees for an academic year, and do not request any refund prior to **June 1**, as herein provided for, are liable to pay the full School Fees for that academic year even in case of non-attendance.

-Parents/Guardians would be entitled to safeguard their children enrollment for the next academic year only if the total School Fees for the current academic year and the first trimester fees for the next academic year have been fully settled or payment arrangements have been made with the school; If the student wishes to join IC beyond January of the same academic year, he/she should pass a full placement test.

-Students are entitled to receive enrollment certificates and report cards for the academic year only if the School Fees for that year have been fully settled.

-Parents/Guardians who chose to withdraw their child/children from school yet still have outstanding School Fees shall remain liable to pay the full School Fees for that year.

### **Refunds:**

-The capital development fee for new students is refundable only if a written request is submitted to the Business Office prior to **September 1**, date after which, no refund shall be made in any case and for any reason whatsoever.

- The down payment for school fees paid by the newly enrolled students is nonrefundable.

-The first trimester School Fees are refundable only if a written request is submitted to the Business Office prior to **June 1**, date after which, no refund shall be made in any case and for any reason whatsoever.

-No refund shall be made for the second and third trimester School Fees in any case and for any reason whatsoever.

-In the event the students are asked to repeat the class they were enrolled in, the parents/guardians must inform IC in writing within a maximum of five business days, as of the issuing of the school results,

of their intention to withdraw the student. Failure to notify the school within the above-mentioned period, such students shall be considered as repeating and their parents/guardians shall thus be liable to pay the full School Fees for the next academic year.

-In the event a student is asked to withdraw from school prior to the start of the academic year, the first trimester School Fees for the next academic year shall be refunded.